Meet Me Conference Call Instructions

About Meet Me Conference Calls

Meet Me conferences allow users to dial in to a conference:

- Any user on a Cisco phone can set up a Meet Me conference bridge
- Up to 12 participants can be on a conference call
- The conference bridge is "open"; there is no authorization code to enter the bridge so anyone can join the conference and listen
- The conference will remain "up" as long as there is at least one connected participant on the call
- The conference will terminate when the last participant leaves the call

Creating Meet Me Conference Calls

Set Up the Meet Me Conference Bridge

To set up the Meet Me conference bridge:

1. Press the **MeetMe** soft key (you may need to press the **More** soft key first)
2. Enter the phone number of the bridge; the number others will dial in to
3. Once the Meet Me bridge is set up, others may dial in to join the conference

Meet Me Conference Phone Numbers

There are specific phone number ranges set up for Meet Me conferences. When you press the MeetMe soft key and enter a conference phone number, it must be one of the numbers below.

There are two number ranges for Meet Me conferences:

- 7300 – 7349: This range provides up to 50 internal-only Meet Me conferences. Internal-only means that all participants must be Fermilab VoIP users, using Cisco telephones.
- 6990 – 6998: This range provides up to 9 internal and external Meet Me conferences.
    - Centrex and VoIP users can dial the 4-digit extension number to join the conference
    - External users can dial 630-840-699x to join the conference

Additional Conferencing Resources

Meet Me conferencing is a simple, easy way to create dial-in conference bridges, however there are two factors that must be considered when using it:

- There is no access control; anyone can join the conference and listen in
- A scheduling mechanism is planned to prevent overlapping use of conference numbers, however no scheduling mechanism is in place at this time.

If you need a more structured or controlled conference capability, check out the [Video, Audio and Data Collaboration](#) web page.

In Any Emergency, Dial 3131